



## ZOOM WEBINAR COUNCIL MEETINGS

### How the Meeting Will Work

City Council meetings will be held via Zoom Webinar. The Clerk's Office is hosting the meeting, the Burien City Council are the Panelists, and Burien residents and members of the public – as well as City staff – are **attendees**. Webinar **attendees** do not interact with one another; they join in listen-only mode, and the host can unmute one or more attendees as needed.

### How to View the Meeting

Below are options to view the live meeting:

- Burien TV Channel 21
- Live Stream: <https://bit.ly/2wY8HFE>

### How to Provide Public Comments

The City Clerk's Office is accepting public comments on behalf of the City Council via Email and SMS Text.

**Email:** Please add the council meeting date in the subject line such as in the example below.

- **Email Address:** [CityClerk@burienwa.gov](mailto:CityClerk@burienwa.gov)
- **Subject:** Public Comment for the Upcoming City Council Meeting

**SMS Text:** Please add the council meeting date anywhere in your text message such as in the example below.

- **Send Text to:** [CityClerk@burienwa.gov](mailto:CityClerk@burienwa.gov) (enter the email address instead of a phone number)
- **Body of the text message:** include "Public Comment - Council Meeting 04/06/20" along with your public comment.

**Live Public Comment:** If you are unable to provide a written comment (by email or text options), you may join the webinar as an attendee to comment during the public comment portion of the agenda.

You may access the webinar via the link below. Public participation guidelines are provided in the right column of this page.

- Council Meeting Zoom Webinar: <https://bit.ly/3aEvdC5>



### Public Participation Guidelines

The city is aiming to reserve the bandwidth for residents who do not have the ability to view the meeting via livestream or on Burien TV Channel 21. Therefore, we respectfully request that you do not join the webinar if you do not have any comments to share, or are able to view it online or on Channel 21.

Below are recommendations from the City Clerk's Office to be considered for use by members of the public in meetings conducted via Zoom Webinar.

- **Identification:** Upon entering the webinar, please enter your name, number or other chosen identifier, so that the host can call upon you during the public comment period.
- **Raise Hand (pictured above):** You have the ability to virtually raise your hand for the duration of the webinar, but you will not be acknowledge and your mic will remain muted until you are called on during the public comment period.
- **Public Comment Period:** Use "Raise Hand" to be called upon by the host. The host will unmute your mic and you will have the ability to share your comment. Each speaker is allowed two (2) minutes.
- **Use headphones/mic** for better sound quality and less background noise.

**FOR SUPPORT DURING LIVE WEBINARS, PLEASE CONTACT: CITYCLERK@BURIENWA.GOV**